

Adult Education Advisory Committee  
May 12, 2004  
Utah State Office of Education  
Room 241  
10:00 A.M. – 1:00 P.M.

Approved Minutes

**PRESENT:** Members: James Andersen, Mila Baldazo for Edith Mitko, Paula Oakey, Suzette Martellaro, Steve Norton, Don Carpenter, Wayne Mifflin, Cindy Krueger, Norman Nakamura (guest), David Frost (guest), Shauna South, Sandi Grant, Jeff Galli, and Gail Burningham (secretary)

**EXCUSED:** Kim Dohrer, Don Uchida, Dave Steele, and David Peterson.

**Welcome and Introductions**

The Adult Education Advisory meeting was held May 12, 2004 at the Utah State Office of Education in Room 241. Jim Andersen welcomed everyone. Each member introduced him/herself and stated the group they represented.

**Approval of the Minutes**

The minutes from the April 14, 2004 meeting were reviewed. With the words “the Reagan” deleted from the paragraph under the section entitled “Other Business”, the motion to approve the minutes was made by Steve Norton. Jeff Galli seconded the motion and the minutes were approved.

**Committee Membership Follow-up**

The remaining seven unfilled positions on the committee were discussed. Shauna South will invite someone from the Even Start program to fill the *Member at Large* position. James Andersen and David Frost were assigned to contact persons to fill the two positions in *Business and Industry*. James said he would invite the Catholic Community Services to have someone represent the *Community/Faith-Based Organizations* persons. Edie Mitko is working on filling the *Refugees /Immigrants* and *Ethnic/Minorities* representatives. Edie asked Norman Nakamura (who said he was willing) to fill the *Refugees /Immigrants* position. The director of the *Utah Family Centers (PTA)* gave Shauna South the name of a person to fill their position. Shauna will follow through on recruiting this person. Paula Oakey said Virginia Sanchez (member of the PTA board) could possibly fill the position if this other person is not interested.

**Review Sub-Committees**

The present sub-committees, advocacy, collaboration and program review, were discussed and it was decided to reorganize these sub-committees so they would be more relevant to present adult education needs. A suggestion to focus on fees and legislation was made. Both the advocacy and collaboration sub-committees have focused on legislative activities. In addition to the legislature other public groups impacting adult education could be included in the work of a legislative sub-committee. Education of legislators about adult education issues, on a year round basis, should be the focus of an advocacy sub-committee.

A sub-committee with a goal of assessing adult student needs and developing and implementing solutions for adult education students was suggested. It could be called an education, marketing or public relations committee. The results from the survey being done by Work Force Services will determine educational needs of our adult student populations and make recommendations to provide quality services.

It was determined that a program review sub-committee was not needed, but each member of the advisory committee should participate in a program review (audit). There is a document that lists what auditors are to look for when auditing programs. The committee decided to review the audit criteria checklist document at next month's meeting. The staff was asked to get the list of scheduled program reviews so that the committee could sign up for them. The state office will pay for travel expenses for committee members to attend these reviews.

It was decided to have two sub-committees, *Advocacy (Legislative)* and *Public Relations*. The *Advocacy* will focus on working with the legislature and other government officials/agencies and the *Public Relations* will focus on needs assessment and implementing solutions for adult students being served and making others aware of adult education services. The following are serving on these two committees.

*Public Relations:* Paula Oakey, Suzette Martellaro, David Peterson, Sandi Grant, Don Carpenter, and Wayne Mifflin

*Advocacy (Legislative):* James Andersen, Steve Norton, Dave Steele, Shauna South, Cindy Krueger, and Norman Nakammra.

### **Case Staffing Model – Effect on Education**

The Dept of Workforce Services with USOE is working on a memorandum of understanding to help streamline services to customers served in both agencies. The purpose is to provide coordinated services for "students at risk". The actual statutes (state legislation) may be updated so that it reflects changes in service delivery; (legislation to provide services to children at risk still stands), but the legislature took away the funding. The "FACT" mandate still stands. Case staffing meetings will help streamline services supporting "students at risk" and will include the parents and or student, and various agencies representatives. The customer can invite others to their case-staffing meeting or information could be presented in writing. These meeting are on an "as needed basis". Case staffing should begin in November.

### **Federal Grants, Fee Structure and Level Gains**

*Fee Structure:* Since the legislature mandated fees be charged to students in adult education programs, a meeting was held in Provo to discuss and recommend a fee schedule. The general consensus was to allow districts flexibility within the fee structure. It was decided that fees for literacy and adult high school general core courses would range from \$10 to \$100 depending on the student's ability to pay (institutionalized individuals would be exempt). Additional fees could be charged for supplies. See handout for R277-733-8 Adult Education Programs – Tuition and Fees.

The committee reviewed the handout R277-733-8. It states under B Tuition and fees shall be

“imposed” but, C states, “may charge”. These two statements appeared contradictory. There may need to be a change in the wording. A motion was made to change the word “imposed” to “charged” in R277-733-8, unless Dave had a good reason why the word “imposed” should be used. This motion was made by Wayne Mifflin and seconded by Paula Oakey. During the discussion it was said that the legislature has in mind a \$100 fee per person to fund adult education. The Advocacy legislative sub-committee should get statistics that show the number of institutionalized students who cannot pay fees.

*Level Gains:* A letter from Dave Steele dated May 3, 2004 about level gains was given to the committee (also used in URAED training). The committee discussed problems associated with level gains and how the data is recorded. Districts are using different assessment tools. It was suggested that all districts/programs use the same assessment tool. Another issue is that level gains are recorded at the lowest functioning level (math or language arts) and the student may not be taking classes in their lowest level. When they are post tested even though they make gains in the area in which they are taking classes, it cannot be counted because it is not in their lowest functional area. The issue of averaging the test scores taking gains from the beginning average was discussed. Jim said Dave was going to check with the federal government to see if this could be done. There is clearly a need for one state standard testing tool and uniform reporting. There is also a need for professional development in administering the tests so that it is done correctly and uniformly throughout the state. The auditors should look at this testing process. The URAED report meets both federal reporting requirements and state formula requirements for distribution of money. It was suggested that Summer Institute have classes that would help directors/others understand the level gains information.

### **Summer Institute**

Summer Institute will be at the Plaza Hotel on August 2-3, 2004. So far presentations are planned for ESL and Reading. Another presentation will help with self-evaluation of your program. This conference is almost entirely paid for by the state office. Help getting Summer Institution information to teachers was requested. The comment was made that teachers want the agenda before they leave for the summer. Also teachers have other jobs making it difficult to attend. Could stipends be offered for teachers to help with their lost wages? Staff wanted to know if another time of year would work better for teachers to attend Summer Institute. There are seven different awards and only a few names are turned in to honor outstanding individuals. Sandi requested more names to be submitted for these awards.

### **Other Business**

James Andersen said that Horizonte’s graduation is June 9, 2004 and everyone is invited. The issue of counting GED’s accurately was brought up. Presently, students can study in one district and then take the test in another district, which gives the testing district the credit. The district doing the training should get credit. There should be a database for enrollees in GED and one for those who pass. This database is needed so accurate reporting can take place.

### **Agenda Items for June Meeting**

- 1) Review the audit criteria checklist document (Shauna), 2) Committee membership follow-up
- 3) Update on MIS System (data). 4) Sub-committee meeting to discuss goals and tasks (30 min).
- 6) Fee structure (Dave). 7) Sign up for program review.

**Adjourn**

Jim Andersen called for a motion to adjourn the meeting. Steve Norton moved to adjourn the meeting and Cindy Krueger seconded the motion and the motion passed. The meeting adjourned at 12:10 p.m. Lunch was served at the closing of the meeting. The next meeting will be held June 9, 2004 from 10:00 a.m. until 1:00 p.m.